

Mailing

#564

Title of the mailing *Year 2012 United Thank Offering Grant Cycle

Body text of the mailing *

United Thank Offering

Date: October 2011

To: Diocesan Bishops of The Episcopal Church

From: Claudia Conner and Michelle Jobson, United Thank Offering

Re: Year 2012 United Thank Offering Grant Cycle

Please contact Betty Berry-Holmes our Diocese UTO Coordinator if you are planning to submit an application at eberryholmes@aol.com.

The staff in New York are available to help you through the application.

The United Thank Offering invites you, on behalf of your diocese, to submit one grant application for the 2012 United Thank Offering grant cycle. Dioceses in the United States are also invited to submit one grant application in collaboration with a companion diocese. Companion diocese relationships may be formal or informal.

The applications for The Episcopal Church and Companion Diocese grants and instructions are available on our website at: www.episcopalchurch.org/uto (direct link: http://www.episcopalchurch.org/110043_117733_ENG_HTM.htm. and for grant guidelines http://www.episcopalchurch.org/documents/2012_Grant_Guidelines.pdf).

THE APPLICATION PERIOD FOR 2012 STARTS OCTOBER 1, 2011, AND THE DEADLINE FOR RECEIPT OF APPLICATIONS IS JANUARY 15, 2012.

- Dioceses in Province IX must submit applications in both Spanish and English. The online application for The Episcopal Church is written in BOTH English and Spanish.
- You can send the link for the on-line application to potential applicants in your diocese, according to your established procedure for applying.
- We recommend that you form a diocesan screening committee, which should include your UTO diocesan coordinator, to review applications.
- The application itself can be printed or emailed by the applicant at any stage to anyone with an interest in reviewing the application (by clicking “printable view” or “draft email” at the top of every page of the application). This includes for reviews required by a diocesan review committee or by the bishop. Supporting documents like the project budget must be emailed as separate attachments.
- Clicking the “Submit” button will send the application to the UTO office only. The applicant should click the “Submit” button only when assured that the bishop is endorsing their application.
- The application can be saved and closed as many times as needed to complete it (by clicking on the “save and exit” button at the bottom of every page of the application).

- When the application is approved by bishop (or by both bishops, in the case of Companion Diocese

requests, it can be submitted to the UTO office by clicking the “submit” button at the bottom of the application.

- We encourage you to open the application and create an account. You can then see the application, print it or even fill out a “test” application and email it (or a blank application) to a colleague to see how that works (the email will be “read-only;” changes or edits may only be made by the applicant).
- If you have questions, please email utoapps@episcopalchurch.org or call us: 800/334-7626 (Claudia -ext. 5130; Michelle - ext. 6022). We are glad to help.

Grant periods are for one year from the time the funds are received. No portion of grant funds may be withheld by a diocese for “administrative costs.” Grant awards will be approved at General Convention Triennial Meeting in July 2012; funds will be distributed starting in August and September 2012. Please review applications in light of this timeline for receipt of funds if a grant is awarded. The application deadline is January 15, 2012. Please inform applicants of your diocesan deadline in order to comply with the UTO deadline of January 15th.

The application must include a letter of endorsement, on diocesan letterhead, by the diocesan bishop or both diocesan bishops for a Companion Diocese request. The Accountability Statement, found on the grant applications page, must be downloaded and signed by the appropriate corporate officer. All supporting documents, including letters of endorsement, may be scanned and uploaded into the application or faxed, emailed or mailed to the UTO office. All applications, along with required uploaded, faxed, emailed or mailed supporting documents, must be received by January 15, 2012.

Incomplete applications will not be considered.

PLEASE NOTE: All good grant applications begin with reporting! Please review past UTO grants to determine that all past due reports (for grants awarded prior to 2011) have been submitted to UTO. No grant funds are released until all outstanding reports are received.

Each year the United Thank Offering Board awards all of the thank offerings received, as well as all accrued interest. Although we continue to receive more grant requests than we are able to fund, please know that your grant request is carefully considered.

CC: Dioceses of Province I through IX, including Navajoland, Taiwan, Micronesia (Province VIII), Haiti, Virgin Islands, Convocation of American Churches in Europe (Province II)

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- Clergy
 - Congregations

Enter additional groups or instructions

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